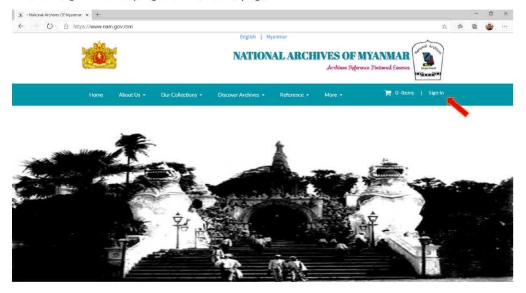


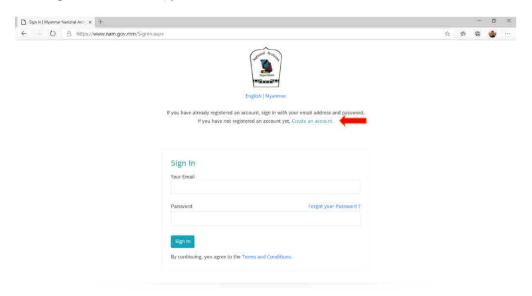
Researcher Guide

(A) Researcher Registration

1. Click "Sign In" on top right of the home page.



2. To register as a new user, please click "Create Account".

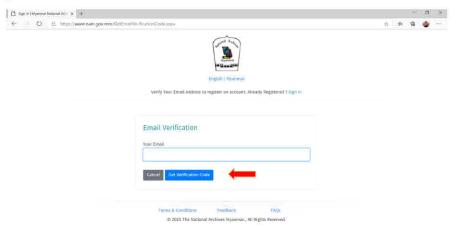




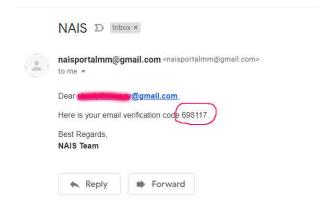
3. Please fill in your as email, which will be used as your user name.

(Remark: your email will be your user name, therefore please use the email you have access)

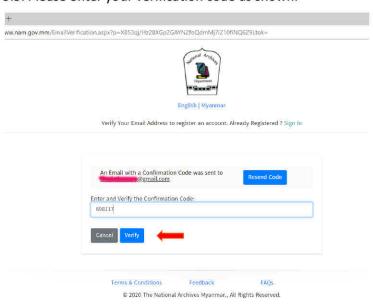
3.1. Click "Get Verification Code" to get the pin verification. A verification code will be sent to your email as a verification process.



3.2. You will receive a verification code in your email as shown below.



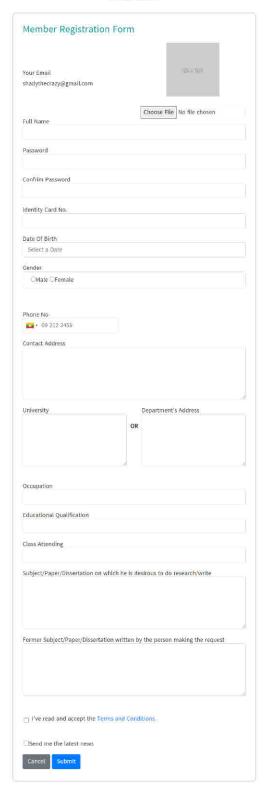
3.3. Please enter your verification code as shown.











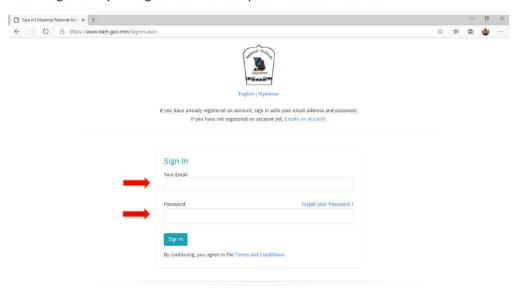


3.5. After you have finished registration, your application will be verified by the National Archives Department. After verification, you will get approval as a Researcher, and your researcher application is successful.

_____ **** ____

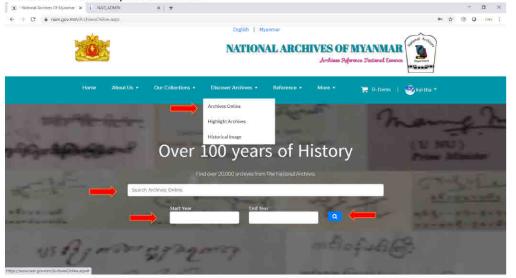
2. Log in as a Researcher

Please log in with your registered email and password to the web site.



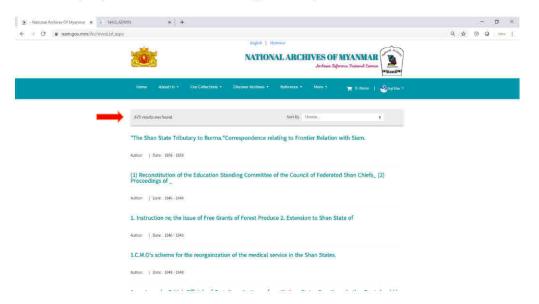
3. Searching for Records and Archives

- 3.1. Click "Discover Archives -> Archives Online " menu item.
- Type the subjects and keywords you are desired to find in the field "search online".
- If you want to narrow your search within a year, enter "start year end year" (optional)
- Click search icon to perform search.



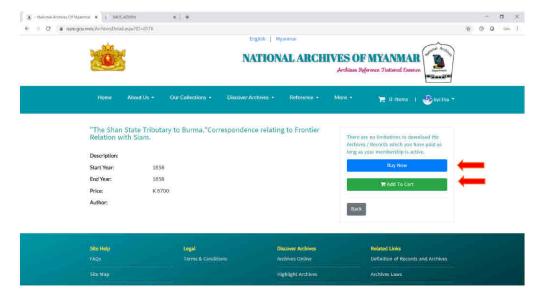


- 3.2. Below example shows the search result of the search for keyword "shan".
- A total of (675) records were found relating to the keyword.



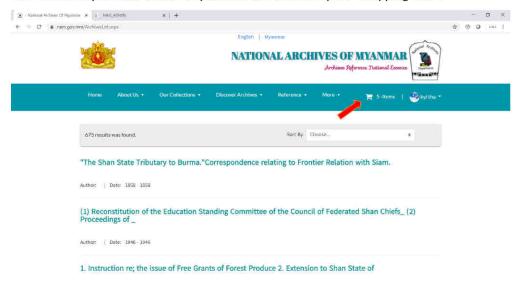
4. Purchasing Records and Archives

- 4.1. You can purchase each records by clicking each search result titles.
- Click "Buy Now" to purchase immediately.
- If you want to choose archives first, and then buy later, click "Add to card".

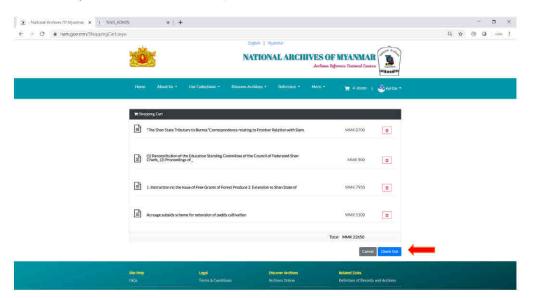




4.2. The items you have chosen to purchase will be inside your "shopping cart".



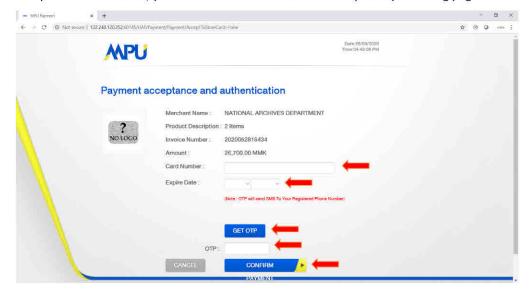
To purchase the selected files, click "checkout".





4.3. MPU e-commerce payment process

- To purchase with MPU, you will be redirected to the MPU Payment processing page .



- To be able to use your MPU Card for e-commerce purposes, you will be needed to register for e-commerce application at your MPU issuing bank.
- To pay with MPU card -
 - Card Number -> your MPU Card number
 - Expire Date -> your MPU Card expire date
- Click "Get OTP" and OTP code will be sent by MPU to your MPU e-commerce registered email (or) phone number.
- Please enter the received OTP code.
- Confirm.
- If the information are correct and you have balance, amount will be deducted from your account, and you can download your purchased items.



- 4.4. Downloading your purchased items.
- If you have logged in with your ID, under your profile -> "My Items" your purchased items can be found.
- You can download your items as many times you like.

